

Louisiana Behavior Analyst Board
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809

BOARD MEETING MINUTES: June 2, 2015

Approved: July 21, 2015

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Emily Bellaci at 12:15 p.m., Tuesday, June 2, 2015, at 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809. Present were Board Members, Emily Bellaci, Jennifer Longwell, Ph.D., Cassie Bradford, Ellen Brocato, Kathy Chovanec, Marc Zimmermann, Ph.D., MP; and, Executive Director, Kelly Parker. Note, Ms. Bellaci executed the meeting after the lunch break.

The Board reviewed the June 2, 2015 agenda. Ms. Bradford moved to accept the agenda. The motion passed unanimously.

The Board reviewed the draft minutes of May 7, 2015. Ms. Bradford moved to accept the minutes as final. The Board discussed the motion. The motion passed unanimously by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay, and Chovanec-abstained.

Pursuant to LSA R.S.42: 6.1(4), Ms. Bellaci moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed by unanimous roll call vote of the members present as follows: Bellaci-yay, Longwell-yay, and Chovanec-yay.

Ms. Bradford closed Executive Session and reported the following:

Credentials Review Committee:

The Board reviewed the complete behavior analyst application files of: Doreen Granpeesheh, Ph.D., Na Nguyen, Kenneth Macurik, Ph.D., Jennifer McCarthy, Holly York, Jeanne Shamblin, and Jill Mengel. The Board agreed that all files met licensure requirements. Ms. Bellaci moved to issue behavior analyst licenses to the individuals. The motion passed unanimously.

The Board reviewed the following application file and her answer to Part VI of the application: Nicole Delano. The Board discussed the files and opined that more information was required.

The Board reviewed the application files of Cherry Lewis and William Sandino based on their answers to Part IV of the application. The Board discussed the files and opined that these individuals provided satisfactory information for registration.

The Board reviewed the files of Rachel Raybourn and Amanda Jo Oliveira who were asked to provide additional information based on their answers to Part IV of the application. The Board discussed the files and opined that these individuals provided satisfactory information for registration.

The Board reviewed the files of Samona Gaudet and Jazzmin Churchhill, Both were asked to supply additional information related to Part IV of the application. At the time of the meeting they had not timely responded to the Board's request. Ms. Bradford moved to close the file of Ms. Gaudet and Ms. Longwell moved to close the file of Ms. Churchhill based on their answers to Part IV of the application and failure to respond to the Board. The motion passed unanimously.

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The Board reviewed the file of Leanna Prill who was asked to supply additional information related to Part IV of the application. The Board discussed the file. Ms. Bellaci moved that this individual be invited to the July meeting to provide more detail. The motion passed unanimously.

The Board reviewed the assistant file of Kelly Rouse. The Board made numerous attempts to obtain information from Ms. Rouse for the completion of her file. Since the file was opened in "application" status since 2013, the Board offered Ms. Rouse an opportunity to complete the process but would require her to pay the renewal fee as well since the fee is for one year not two years. At the time of the meeting, Ms. Rouse had not responded to the Board's request for information or fee to proceed. Dr. Longwell moved to close Ms. Rouse's application file and notify her of same. The motion passed unanimously.

Finance Committee: Ms. Brocato reported to the Board regarding the May 2015 finances. Ms. Brocato also presented the Board with the LSBEP invoice for May. The Board discussed the finances and LSBEP invoice. Dr. Longwell moved to approve the payment for the LSBEP April invoice. The motion was discussed and passed as follows: Bellaci-yay, Longwell-yay, Brocato-yay and Bradford-yay.

Ms. Brocato also presented the Board with a draft MOU for the purpose of sharing resources on a 50/50 percentage with the LSBEP. The Board reviewed and discussed same. Dr. Longwell moved to approve the draft as final and offer it to LSBEP. The motion passed unanimously.

The Board reviewed the temporary contract for Executive Director with Ms. Parker through December 31, 2015. The Board discussed the contract terms and expectations. Ms. Brocato moved to enter into the contract with Ms. Parker through December 31, 2015. The motion passed unanimously.

Complaints Committee: No new report.

Jurisprudence Examination Committee: No new report.

Legislative Oversight Committee: The Board discussed and reviewed possible rules regarding ethics, board member removal and line tech supervision. The Board decided to revisit the issues at the July 2015 meeting.

Policies and Procedures Committee: Ms. Chovanec updated the Board regarding her work and progress on materials for policies and procedures. Ms. Chovance noted that she would have draft documents on the renewal process and internal transfer of supervision at the next meeting.

Continuing Education Committee: The Board briefly discussed the continuing education reporting forms. The form will be reviewed at the July 2015 meeting.

Long Range Planning Committee: No new report.

Discussion Items:

1. Executive Director's Report: Ms. Parker updated the Board regarding the monthly activities, issues and progress in the office.
2. Summary of FARB training, May 20, 2015: Ms. Bradford and Ms. Parker updated the Board regarding the FARB training. Ms. Parker provided board members with the slideshow presentation. Ms. Bradford moved that the Board become a member of FARB for a fee of \$150 per year. The Board discussed the motion and it passed unanimously.
3. Future Board Meeting Dates: The Board confirmed the July 21st and August 18th meeting date.
4. Future New Business: No new business noted.

Ms. Bradford moved to adjourn the meeting around 2:00p.m. The motion passed unanimously.